

**CITY OF AUBURN
TELECOMMUNICATIONS COMMISSION**

**Thursday, May 14, 2009
4:30 p.m. to 6:00 p.m.**

Auburn City Hall
Room 10, 2nd floor
1225 Lincoln Way, Auburn, CA 95603

MINUTES

1. ROLL CALL AND DETERMINATION OF A QUORUM

Called to order at 4:32 pm. Commissioners present: Preston, Owens, Mercurio, and Chairman Tonkin; quorum present. Commissioner absent: Schredl.

2. AGENDA APPROVAL

Commissioner Preston moved that item 5. C. be moved to the first item on the agenda since Mr. Emmanuel Domkam, DMA Coordinator for the Federal Communication Commission "FCC" was present to address this issue. Owens seconded the motion. The agenda was approved as modified.

3. PUBLIC COMMENT

None.

4. APPROVAL OF MINUTES

Minutes for the Regular meeting of **March 12, 2008** - Preston moved to approve; Mercurio seconded. The minutes were approved unanimously.

5. BUSINESS

C. Discussion on Digital Conversion

Mr. Domkam from the FCC indicated that he had held a clinic meeting addressing the June 12th Digital Conversion at the library earlier in the day. Eleven residents had attended that meeting. He said that he would be willing to hold additional clinics with Auburn residents at a future date. Mr. Domkam has a digital version of his clinic presentation that could be made available. Mr. Domkam also explained a program available for fire fighters to help residents with digital conversion issues. Detailed information about the conversion is available on the website www.dtv.gov.

The commission members discussed with Mr. Domkam what could be done in Auburn to further prepare for the June 12th digital conversion. Chairman Tonkin suggested that a second clinic could be scheduled in Auburn. That clinic meeting could be videotaped and broadcast on ACTV multiple times before June 12th. Commissioner Owens suggested that the Commission could reach out to inform senior citizens who may not be prepared for the June 12th Digital Conversion.

Action: Owens will contact the Fire Chief Mark D'Ambrogi regarding the potential of Fire Department personnel assisting in the FCC program for the digital conversion.

Action: Tonkin will coordinate the timing of a second DTV Clinic in Auburn with Mr. Domkam and arrange for the video taping of the meeting for broadcast on ACTV. Mr. Domkam offered to provide Chairman Tonkin with a digital version of his clinic materials which could potentially be broadcast on ACTV.

Action: Preston will modify the DTV Frequently Asked Questions document to reference the www.dtv.gov website.

Action: Owens will plan to contact various senior citizen groups regarding the digital conversion.

Action: Domkam from the FCC will get additional copies of the "DTV Made Easy" pamphlet to make available for residents at City Hall.

- A. Review 1st Quarter 2009 Cable Franchise and PEG fee payments and prepare status report to City.

Wave has not yet modified its report to the city as agreed to provide a legend to the terminology in the Franchise Fee report. Wave has not yet modified its procedures to send both the Franchise Fee payment and the PEG fee payment directly to the City. The 50 cent PEG payment for ACTV is still being sent to ACTV which then passes it on to the City.

The 1st quarter Franchise and PEG fee payments were submitted in a timely manner on April 10th. Chairman Tonkin will prepare the 1st Quarter status report to the city.

- B. Continued discussion on Commission restructure

- a. Review and discuss the revised outline document.

The outline document regarding Commission restructure was reviewed by the Commission members. It was agreed that the document is now ready for review with the City Manager.

Action: Chairman Tonkin will invite the city manager to the next Telecommunication Commission meeting to review and discuss the proposed modifications to the role of the Commission.

- D. ACTV Update:

Chris Holden has been appointed to the ACTV Board representing the school.

The City is considering providing additional content to Channel 19.

6. CORRESPONDENCE

None

7. INFORMATION AND ANNOUNCEMENTS BY COMMISSIONERS

Commissioner Owens will miss the June meeting.

8. AGENDA ITEMS, DATE, AND TIME OF NEXT MEETING

Chairman Tonkin will coordinate the schedule of the next Commission meeting with the City Manager's schedule so that the City Manager is able to attend.

9. ADJOURNMENT

The meeting was adjourned at 6:15 PM.